

CURRICULUM VITAE

**NAME:**

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LOCATION:

Austin, Texas

WEBSITE:

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FOREIGN LANGUAGES:

English (Native Speaker)

Spanish (Native-Speaker)

French (Intermediate)

Italian (Advanced)

IT SKILLS:

Adobe Photoshop, InDesign,

Lightroom, Bridge, Premiere

Microsoft Suite

Filemaker Pro

HTML & CSS

Digital Management Systems

Communication

(ContentDM, Fedora)

Management Platforms

(Slack, Basecamp)

Archival Education:

Master of Science in Information Studies,

Specializations: Museum Studies and Arts and Cultural Management Portfolios

University of Texas at Austin School of Information, Austin, TX

Expected Graduation December 2017

Certificate of Continued Education in Archival Practice and Theory,

Modern Archives Institute at the National Archives and Records Administration,
Washington, DC

June 2014

Emerging Archival Scholars Program,

Archival Education and Research Institute, hosted in Austin, TX

Summer 2013

General Education:

Bachelor of Arts in English and History (Dual Degree)

Graduated with Highest Honors and completed Thesis

College of Liberal and Fine Arts and Honors College, University of Texas at San
Antonio (UTSA)

May 2013

Certificate in Legal Studies

UTSA Summer Law School Preparation Academy,

2010-2011

Foreign Education:

Study Abroad Program, Umbra Institute, Perugia, Italy

Fall 2011

Professional Experience:

Nettie Lee Benson Latin American Collection and Library

Austin, TX. September 2016-Present.

Graduate Research Assistant for References and Outreach

- Charge library holdings in and out at the circulation desk
- Answer telephones and provides routine information or refers and transfers calls
- Provide reference, bibliographic, and database services.
- Teach library instruction to students and faculty

Austin Presbyterian Theological Seminary

Austin, TX. January 2016-2017.

Assistant to the Archivist

- Provide support to Archivist with request for scans, reference questions, donor follow up
- Maintain Omeka based repository website, install new plug ins, and update software requirements
- Digitize audio records consisting of institutional sermons and other academic presentations
- Process new collections and assist service learning processing projects

Nettie Lee Benson Latin American Collection and Library

Austin, TX. September 2015-2016.

Student Circulation Supervisor and Evening Reference Desk Services

- Charge library holdings in and out at the circulation desk
- Answer telephones and provides routine information or refers and transfers calls
- Provide reference, bibliographic, and database services.
- Teach library instruction to students and faculty

Esperanza Peace and Justice Center (Cultural Arts organization)

San Antonio, TX. January 2012-August 2015.

Cultural Arts Program Coordinator

- Coordinate cultural arts events including outreach to artist, preparing event logistics, designing program flyers, booklets, webpages, and information packets, preparing space for event including lights and stage set up, and managing day of obligations including ticket sales, concession sales, introductions, and following event schedule

Internship Coordinator

- Created systematic internship program for university and community students looking to get involved in the work of the organization

Public Relations Coordinator and Writer

- Produce and distribute all press release information for cultural arts programming events.
- Contact press agencies and conduct many of the related interviews

Records Manager

- Currently creating archival policy with input from staff, board, and community members, assessing and inventorying current records that include 28 years worth of cultural arts programming, community organizing, and cultural preservation, conduct archival research in regards to community based archive repositories.

Student Activities Center, University of Texas at San Antonio

San Antonio, TX. Sept 2011-June 2012

Student Clerk

Clerical and administrative duties included filing, managing appointments, student/parent consultations, and office outreach.

Archival Project Management:

Moving Image Digitization Project – Consultant and Grant Writer

Esperanza Peace and Justice Center, 2015 - 2016.

Coordinated the application and implementation of a large Media Grant from Humanities Texas, an NEH affiliated agency through grant writing, research, group discussion facilitations, and project evaluation. Grant project aims to digitize the Esperanza's roughly 500 VHS formatted videos of captured institutional history. Final aspect of project will unveil an online digital collection for use by the public.

Celestino M. Pérez Collection - Processing Archivist

University of Texas iSchool Archival Enterprise Course, Spring 2016

Practicum conducted at the Nettie Lee Benson Latin American Special Collection required that student group arrange and describe a collection of personal papers or organizational records using appropriate standards (DACS). Project also gave students an opportunity to work for, and to observe, the staff of a functioning archives. Student spent approximately 50 hours outside of class to complete this assignment.

Website Archiving Business Plan - Co-Investigator

University of Texas iSchool Electronic and Digital Records Course, Fall 2015.

In a student led project, a group of graduate students in an Introduction to Electronic and Digital Records course instructed by Patricia Galloway investigated the best practices of preserving future versions of the iSchool's institutional website. Documented the previous processes of archiving older versions of the website and drafted long term recommendations on how to implement future captures.

Editorial Experience:

Volunteer Copy Editor, *Information and Culture* (UT iSchool Quarterly Journal), 2015 - 2016

- Conducted copyediting on accepted entries for grammatical errors before entry gets sent for publication.

Co-Editor, *Umbra Institute Literary Anthology*, Fall 2011.

- Edited, assembled, and selected the literary pieces for the bi-annual literary anthology of the Umbra Institute while on a study abroad program in Perugia, Italy.

Volunteer Copy Editor, *The Paisano* (UTSA Student Led Newspaper), 2009-2010

- Conducted copyediting once a week to inspect for grammatical errors on articles for publication.

LEADERSHIP EXPERIENCE:

Webmaster, Society of American Archivists (SAA) Student Chapter (UT), 2016-2017.

- Monitor the student listserv; update the website to reflect current events, members, upcoming meetings, and past meeting minutes; manage server space, and update social media accounts.
- Ensure digital records are included in the Student Chapter archives in conjunction with the standing Archives Committee.

Student Representative, Association of the Moving Image (AMIA) Student Chapter, (UT) 2015-2017.

- iSchool Student Representative attends AMIA board meetings to advise on upcoming events, provide feedback on outreach efforts towards the iSchool students, and assist in event set up, outreach, and coordination.

President/Founder, College of Liberal and Fine Arts Student Council, (UTSA) 2010-2012.

- Established new liberal and fine arts student led council aimed at enhancing college curriculum, student relations and academic resources.
- Collaborated with university officials, staff, and faculty in developing initiatives and addressing student concerns.

Student Senator and Committee Chair, UTSA Student Government Association, (UTSA) 2009-2011.

- Negotiated with University officials regarding university and student concerns and issues.
- Led the student affairs committee comprised of 10-15 members who would research and implement solutions to university issues.
- Lead and conducted research for new institutional initiatives such as the Major/Minor Fair, SafeRide, Attorney on Campus initiative, and campus smoking policy assessment.

Committee Experience:

University of Texas iSchool Diversity and Inclusion Committee

Master's Student Representative. Austin, TX, Fall 2016 - Present

Joined the School of Information's diversity and inclusion committee in its initial year. Committee focused efforts on issues of recruitment and climate, with the goal of beginning a conversation about diversity and inclusion in the school.

University of Texas iSchool Curriculum Committee

Master's Student Representative. Austin, TX, Fall 2015 - Present

This committee oversees the development of the core curriculum and handles routine curricular developments and initiatives. Examination of teaching loads, uses of adjuncts and policies on teaching evaluation fall under this committee also. This year, particular emphasis was placed on undergraduate curricular matters in collaboration with task force on undergraduate education.

Volunteer Member. San Antonio, TX, May 2012 - Present

Active member of a community based preservation organization concentrated with preserving the rich history and culture of San Antonio's Westside, a predominately working class Mexican-American community. Group meets monthly to organize efforts towards the inclusion of a Latina/o voice in cultural and historic preservation efforts both locally and nationally

Publishing Experience:

La Voz de Esperanza Newsjournal, *Arrested with the Univision 8*, March 2014.

- Published narrative on personal experience of being imprisoned for an act of civil disobedience in relation to the demolition of a culturally and historically significant building.

La Voz de Esperanza Newsjournal, *Willful Neglect: San Antonio's Preservation Calamity*, Dec 2013.

- Co-authored article about the demolition of a historic mid-century modern cultural significant building in the city of San Antonio.

La Voz de Esperanza Newsjournal, *Questioning and Contesting Children's Literature*, Aug. 2013.

- Published condensed version of undergraduate thesis research paper discussing the convoluted nature of Children's Literature and its relationship culture, race, class, and gender.

Contributing Writer, *Umbra Institute Literary Anthology*, Fall 2011.

- Published (1) non-fiction piece "The Old Man that Walks Ahead of Me" and (1) fiction piece "Per Strada" in the bi-annual Umbra Institute Literary Anthology

Contributing Writer, *The Paisano* (UTSA Student Led Newspaper), 2009-2010

- Published 12 articles for various columns in the newspaper including news, features, and arts and entertainment.

Volunteer Experience:

San Antonio Humane Society Animal Description Writer –

Volunteer. San Antonio TX, August 2014

Help write pet descriptions for webpage and individual animal tags, interact with animals while taking notes, and socializing with visitors to encourage potential adopters

Monimbó-Bottega de Mondo (Fair Trade Cooperative Store)—

Volunteer. Perugia, Italy, 2011.

Volunteered 3-5 hours per week working as assigned on such tasks as preparing facilities for sales, assisting clients and visitors, educating fellow classmates over fair trade issues and practices, and translating educational materials.

UNICEF Pigotta Doll Making Project—

Volunteer. Perugia, Italy, 2011.

Facilitated youth-elder cultural exchange in the UNICEF *pigotta* project, which provides a child with an immunization kit for every *pigotta* doll made and sold by youth-elder cooperatives.

BCFS Care Program—

Juvenile Mentor, San Antonio, Texas, 2010-2011.

Assisted reentry youth who are returning to the Texas community after juvenile confinement or residential setting by serving as an individual mentor and after care program instructor.

Hogar De Niños San Nektarios Orphanage—

Volunteer, San Pedro Sula, Honduras, Summer 2010.

Assisted the staff with the daily duties of the orphanage including cleaning up after breakfast and lunch, participating in playtime, as well as teaching basic language classes.

Dog Meets World Photo Project—

Volunteer Photography Instructor, San Pedro Sula, Honduras, Summer 2010.

Trained orphaned children in basic photography techniques as well as chronicled our summer experience together through a photo book project.

RAICES (Refugee and Immigrant Center for Education and Legal Services)—

Translator, San Antonio, Texas, 2011-2012.

Translate birth certificates and death certificates to be used by defense attorneys in trial for unaccompanied minor immigration cases.

Habitat for Humanity—Volunteer, Amarillo, Texas, Spring Break 2010.

Volunteered to manually build a home in Amarillo Texas for a family with low income.

